

NATIONAL MISSING PERSONS PROGRAM
University of North Texas Center for Human Identification, 3500 Camp Bowie, Fort Worth, TX 76107
1-800-763-3147, www.untchi.org

Unidentified Human Remains Submission Form

Instructions: Complete each section as applicable (shaded areas will be completed by UNTCHI).
Note: Sections 1, 2, 4, 5 and 6 are required for submission. Omission of required information will cause a delay in processing.

UNTCHI Case No. _____

1. SERVICES REQUESTED

☐ **Forensic Anthropological Analysis**

Note: If submitting remains for Forensic Anthropological analysis, please submit all of the skeletal elements that were recovered. Include with this submission form any investigative reports, scene descriptions, scene photographs, and maps. If you have questions regarding the submission of remains for anthropological analysis, call the Laboratory of Forensic Anthropology directly at (800) 279-1339.

☐ **DNA Analysis (nuclear, mtDNA and/or Y-STRs) and CODIS entry (if applicable)**

Note: Type of DNA Analysis will be case dependent and determined by a qualified analyst

2. SUBMITTING AGENCY

Agency: _____ Agency Case No: _____

Address: _____ NCIC No: _____

NamUs UP No: _____

Contact Name: _____ Phone No: _____

Contact Email: _____ Fax No: _____

Agency's Shipping Company and Account No: _____

Required for return shipment of remains

3. INVESTIGATING AGENCY Complete this section if the investigating agency is different from above

Agency: _____ Agency Case No: _____

Address: _____

Contact Name: _____ Phone No: _____

Contact Email: _____ Fax No: _____

4. EVIDENCE SUBMITTED Attach additional paperwork if needed

UNTCHI SAMPLE NO.	ITEM NO.	QUANTITY	DESCRIPTION

☐ Additional paperwork attached

5. CHAIN OF CUSTODY

Released by: _____
Signature Printed Name Date & Time Released

Shipped by: _____
Shipping Company Tracking Number

Received by: _____
(For UNTCHI Use Only) Signature Printed Name Date & Time Received

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6. UNIDENTIFIED HUMAN REMAINS RELATED INFORMATION

Date Remains Found: _____

Location Remains Found (include City/County and State): _____

Are dental records available for the remains? ☐ Yes ☐ No

Was the whole body or complete skeleton found? ☐ Yes ☐ No

If Known: Age: _____ Sex: ☐ Female ☐ Male Race: _____ Height: _____

UNT Center for Human Identification REQUIRES that a descriptive forensic report(s) be included with the submission of remains (unless forensic anthropological analysis has been requested). Acceptable reports include: Medical Examiner, Coroner, Forensic Anthropologist, or Forensic Pathologist reports. The submission of investigative reports is encouraged. Please indicate the reports included with this submission:

☐ Medical Examiner or Forensic Pathologist

☐ Investigator (Sheriff, Police Department, etc.)

☐ Forensic Anthropologist

☐ Forensic Odontologist

Note: The information contained in these reports is often critical in the CODIS identification process. These reports are treated as confidential documents related to the case.

7. ASSOCIATED CASE INFORMATION Complete this section if there is information regarding the potential identity of the unidentified remains

Name of Missing Person: _____
Last First Middle

Investigating Agency: _____ Agency Case No: _____
(for the missing person's case)

NamUs MP No: _____ NCIC No: _____

Have reference samples for the missing person been previously submitted to CODIS? ☐ Yes ☐ No

If yes, were reference samples submitted to UNTCHI? ☐ Yes, UNTCHI Case No: _____
☐ No

Are reference samples being submitted at the same time as this unidentified remains sample? ☐ Yes ☐ No

NOTE: Family reference samples should be packaged separately and submitted with the appropriate submission form.

8. ADDITIONAL INFORMATION Include any important details related to this case which may assist UNTCHI

9. SHIPPING AND CONTACT INFORMATION

Submit this form with the sample. Evidence items must be shipped using a carrier which can track the shipment (FedEx, UPS, DHL, etc). Overnight shipping is recommended and biodegradable samples must be packaged appropriately. For shipping questions or assistance with this form, contact Evidence Control at (800) 763-3147 or missingpersons@unthsc.edu.

Shipping Address: University of North Texas Center for Human Identification
Dept. of Forensic and Investigative Genetics, CBH 6th Floor
3500 Camp Bowie Blvd.
Fort Worth, TX 76107

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